



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

INFORMATION MEMORANDUM
WAP-IM-2004-005

TO: WAP and HEARTWAP Subgrantee Executive Directors
WAP and HEARTWAP Subgrantee Energy Directors

FROM: Ken Rauseo, Deputy Director and
David Fuller, Program Coordinator
Division of Community Services/Community Services Unit

SUBJECT: **FY 2003 DOE WAP FINAL REPORT DUE DATE**

DATE: February 5, 2004

FY 2003 DOE WAP Final Reports will be due at the Department of Housing & Community Development (DHCD) no later than **May 14, 2004**.

Only "Completed Dwelling Units" maybe submitted for production credit along with the DOE WAP Final Report. Dwelling units are to be considered complete only after the installation of all applicable weatherization measures and an acceptable, documented quality control inspection has been performed by a Certified WAP Energy Auditor who is a subgrantee staff member. A dwelling unit may be reported as an FY 2003 completion only if the unit was "in-process" no later than March 31, 2004.

A monthly report disk for DOE WAP activities through March 31, 2004 will be due on April 15th. If this report is a final report, please notify David Fuller of CSU that this is the case. The final report due on May 14 will be an update of the March report and should include only new unreported jobs completed during the closeout period as well as any jobs that have been revised, but not previously corrected. The reporting month must be entered into the software package as **12 MAR**, the same as the March report. **NO CUMULATIVE DISK WILL BE REQUIRED.**

If you have any questions regarding the DOE WAP FY 2003 Final Report, please do not hesitate to contact Ken Rauseo, Deputy Director at (617) 573-1431 or David Fuller, Program Coordinator at (617) 573-1421.